

COAST TRANSIT AUTHORITY

FIRE SAFETY PROGRAM

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Developed by:

Emmett Gleason
Henry "Bud" Loze
Charles Yetter

KNOW YOUR FIRE

THERE ARE THREE COMPONENTS TO A FIRE, REMOVE ANY ONE OF THE COMPONENTS AND THERE IS NO FIRE.

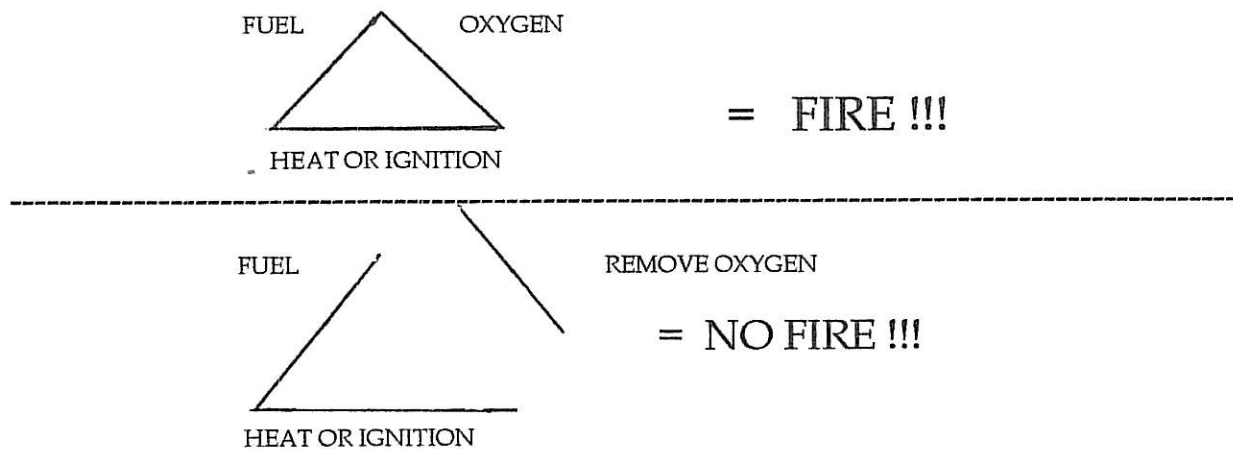
HEAT OR IGNITION

FUEL

OXYGEN

WHEN YOU THINK OF THE THREE ELEMENTS OF A FIRE, THINK OF EACH ONE BEING THE SIDE OF A TRIANGLE.

IF YOU REMOVE ANY SIDE OF THE TRIANGLE YOU NO LONGER HAVE A TRIANGLE, THE SAME THING CAN BE SAID FOR A FIRE, IF YOU REMOVE ANY ONE OF THE THREE ELEMENTS THAT A FIRE REQUIRES YOU NO LONGER HAVE A FIRE.



PREVENTION IS ALWAYS THE BEST CURE BUT SHOULD A FIRE OCCUR REMEMBER THE THREE THINGS REQUIRED TO HAVE A FIRE.

REMOVE ANY ONE OF THEM AND THE FIRE WILL GO OUT. !!!

MISSION STATEMENT

It is the mission of Coast Transit Authority to provide a fire safety program for all of the employees of the company in the event of an emergency situation. The survival and safety of each of us will depend upon team cooperation, swift and accurate action and the mindset of saving lives. We must all realize that in any emergency situation maintaining a calm and collected mental awareness will insure the well being of all participants.

We must faithfully follow the direction of those appointed to directives and offer full cooperation without reservation thus insuring our personal security and survival.

BASIC CONCEPTS

Should a fire situation occur within the areas of personnel deployment certain procedures which will be outlined and defined in the procedures section of this guide are designed to prevent personal injuries and loss of life. As with any safety program, participants must follow the given directions prescribed. Failure to do so could and most likely will result in serious personal injury or death.

The biggest threat in a fire emergency is not the flame but uncontrolled panic and smoke inhalation. Most persons perish in fires not from the fire itself but from suffocation due to smoke inhalation, blocked emergency exits and basic panic or loss of direction. It is imperative that one attempts to maintain personal composure while exiting a building, reporting directly to the "safe area" and remaining quite while fire wardens take roll. The following basic guide for a fire emergency can save your life. Please attempt to retain the simple life saving procedures.

PROGRAM INAUGURATION AND DISTRIBUTION

It is a known fact that any safety program must be rehearsed to be effective. Simply reading a procedure manual will not insure understanding. It is the recommendation of the CTA fire safety committee that no less than three (3) actual fire drills be instituted per year by all available on site personnel. All fire drills will be coordinated at least 24 hours in advance with the Executive Director, but no warning of a fire drill will be given to any other management personnel or employees.

All key personnel, defined as supervisors, management and dispatch persons should receive a copy of the fire safety procedures manual and periodically review the contents until complete familiarity is achieved.

A fire safety review board should be established to continue the upgrade of procedures no less than on a yearly basis or as needed.

Fire extinguisher use and operation should be hands on training for all on site personnel and any other employee who cares to participate. This should be concluded upon distribution of the fire safety instruction manual.

PROCEDURES

In this section we will cover the following topics:

1. Bomb Threat

We unfortunately live in an unstable world these days and the idea of an explosive device in a building housing the nerve center of a major public transportation facility is not beyond possibility. We must constantly be aware of anything that appears unusual or not in its proper place.

Know your immediate work area. Every day take just a moment to look around. Do you see anything unusual or out of place ? How about walking to other areas of the facility. Does that package, box, piece of pipe, etc. belong here ? Should you observe what you consider to be a suspicious package or item **DO NOT TOUCH IT OR ATTEMPT TO MOVE IT**. Many detonation devices use mercury switches. (A device using side to side movement to cause contact. Most of us have them in our central air control box at home.) Immediately contact a management representative and then if necessary the police. Don't be afraid to be wrong. What if you're not ? Refer to the bomb threat/incident plan.

2. Usage of the Fire Extinguishers

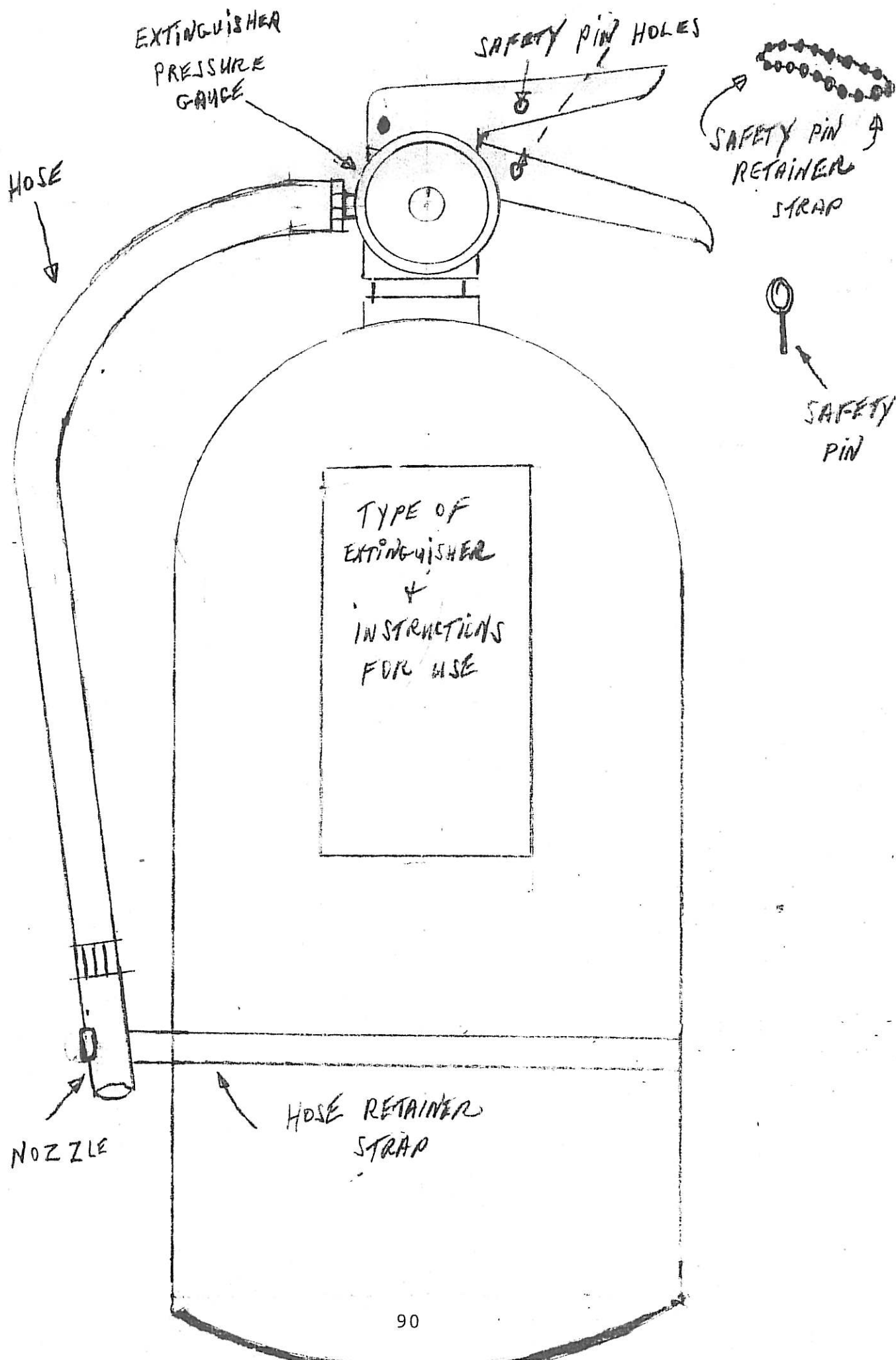
CTA has three types of fire extinguishers. They are A B C - BC & CO2 type extinguishers. The letters A,B,C refer to the types of fires that the extinguishers will put out. Wood and other such products, electrical and liquid such as gas and oil. The letters BC refer to electrical and liquid. These fire extinguishers use a dry powder to put out a fire, the third type of fire extinguisher is a CO2 type. A CO2 fire extinguisher will put out all types of fires but is best used for electrical fires. To activate and properly utilize these devices you must follow these steps exactly:

1. Remove the extinguisher from its holder.
2. Turn the safety pin forward, breaking the retaining strap. (the black strap restraining the safety pin).
3. Remove the safety pin by inserting your index finger in the loop and pulling it toward you. Drop the pin.
4. Point the nozzle at the BASE of the fire and squeeze the handle sweeping from side to side.
5. DO NOT BE A HERO. You should be able to visually estimate the size of the fire in relation to your extinguisher. Stay alert to the location of the fire, do not allow the fire to get between you and an exit, you could be trapped. If it is already too big for your hand held device, evacuate immediately. Seconds can mean the difference between survival or Death.
6. Take the time to notice where the nearest fire extinguisher is located in relation to your personal area of access. Also, as you are walking around the facility, take note of other extinguisher locations. You may not be in your immediate area when a fire breaks out.

FIRE PROCEDURES AND CENTRAL LOCATION PROGRAM

In the event of an actual fire certain procedures must be adhered to by all on site CTA employees. Without this organization there can be no order and without order or direction lives can be lost. The following procedures will ensure the best chance of survival:

1. We must look at the big picture and determine the specific areas in which a fire could occur. There are four (4) basic areas of concern: The outer office area located from the main entrance of the CTA facility, the adjacent hall way where the offices are located, the dispatch/drivers lounge area and the maintenance area.
2. Whoever discovers the fire first must immediately inform the dispatch office either by phone or verbally. DISPATCH IS RESPONSIBLE FOR; NOTIFYING THE FIRE DEPT, SOUNDING THE ALARM & ANNOUNCING THE LOCATION OF THE FIRE utilizing the in house phone P.A. system. The verbal command to immediately begin the evacuation of the building will be: CODE RED. This should be repeated three (3) times. If the P.A. system should fail dispatchers will use a hand held air horn using three (3) one (1) second blast alternating with one (1) second silence between sounding the horn at the end of each set of three (3) blast will be a five (5)



second period of silence, this cycle will be continued for a minimum of at least two (2) cycles in each of the following areas, the West wing, the maintenance garage area, the East wing and the smoking area. The classroom and the safety office must be notified in person. ^{delete} Each fire warden will help notify all personnel in their area. We don't want to leave anybody behind.

3. Upon hearing the command code red, all on site employees will stop what ever they are doing, no matter how important and begin exiting the building and assembling at the safe area for roll call by the fire warden. The importance of being orderly, calm and quiet is crucial to safety procedures. DO NOT GO BACK INTO THE BUILDING UNTIL THE FIRE DEPARTMENT SAYS IT IS ALL CLEAR.

COMMUNICATIONS

Dispatch personnel will be responsible for taking the portable radio with them when ever we need to evacuate the building. The portable radio battery must be kept fully charged at all times. The executive Director and all Department Directors will take their company cell phones with them during any evacuation. The batteries in company cell phones must be kept fully charged at all times.

FAMILIARIZATION OF THE EXIT DOORS IN YOUR AREA AND IN GENERAL THROUGHOUT THE FACILITY

Locate the exit doors in your immediate work area. Rehearse in your mind the route that you will take in case of fire. You should conduct a trial run of your own. Practice could save your life. As you walk around the building during your daily routine, look for every exit door you can find. What if the door you planned on using is blocked by fire or debris ? Be prepared for the unexpected. Give yourself every chance to escape.

ROLL AND RESPONSIBILITIES OF THE FIRE WARDEN

The Department Director will be responsible for appointing a fire warden and having in place a back up warden to stand in during the absence of the regular fire warden . This person is responsible for knowing who is not at work each day and in the event of a code red alert (if time and conditions allow) the fire warden will make sure that everyone in their area has evacuated the building.

The fire warden will take roll call and report the results to their Department Director. In the event that the fire warden and the back up warden are absent the Department Director will assume the duties of the fire warden.

If the fire warden is unable to report the roll call results to his/her Department Director then he/she will report the roll call results to any available Department Director. If a

missing person is identified that name will immediately be reported to the senior Fire Department representative.

The fire warden will serve at the pleasure of the Department Director.

There will be a fire warden for each of the following areas:

1. Administration: The area from the conference room including the vault, the main lobby area, the East Wing all offices and rooms.
2. Operations: The West Wing all offices and rooms, the dispatch office, the break room.
3. Maintenance: The main garage area, the paint and body shop, the pit area, and all outside grounds including the wash rack and the flammable storage building.

LOCATION OF THE SAFE AREA AND PERSONNEL ASSEMBLY AREA

The designated assembly area and safe zone in which all on site employees will assemble in the event of a "CODE RED" is directly in front of the CTA concrete company sign located on DeBuys Road. Once assembled fire wardens will take immediate roll to ascertain who is present. While in assembly, all employees should remain as quiet as possible so that the fire wardens can take an accurate roll call. Remaining in the safe area will also afford less confusion when rescue personnel arrive.

SURVIVAL TECHNIQUES IF CAUGHT IN SMOKE AND FLAME

Since most fire related fatalities result from smoke inhalation and not fire we will focus on survival techniques in that related field. Should heavy smoke be present in your immediate area of escape there are several procedures that can assist your successful decampment. By following the basic guidelines you have the best chance possible of preventing loss of life or serious injury.

1. Cover your nose and mouth with a damp cloth. If need be, be creative, tear off a piece of you personal clothing or any piece of clothe handy.
2. It is important that the cloth be moist to help filter out the choking smoke and air borne toxins. If a water supply is not readily available perhaps someone has a coke or other drink on an adjacent desk. Any moisture will do (be sure it is not flammable or toxic) but if none is available a dry cover is better that none at all.
3. Even under the worst conditions there is some breathable air underneath the layer of smoke next to the floor. Lie as flat on the floor as you possibly can and begin crawling toward an exit. Remember that the smoke in the room will be toxic,

contaminated with burning plastic, paint, chemicals etc. Breathing this into your lungs will cause loss of mental awareness and suffocation. You would then succumb to the flames. It is imperative that you resist the urge to stand up and run for an exit.

4. Test doors before you open them. Kneeling or crouching at the door, reach up as high as you can and touch the door, the knob, and the space between the door and its frame with the back of your hand. (the back of your hand is very sensitive and if burnt you can still use your hand) If the door is HOT !!! DO NOT OPEN IT find another way out. If the door is cool, open it slowly while standing close to the wall with the door opening away from you. (This will prevent the door from knocking you down if there is pressure in the other room) cautiously check the room before entering.
5. Should your clothing catch on fire remember what you were taught in school drop and roll. This will remove one of the needed sources for fire, oxygen. If you panic and begin running this will fuel the fire causing it to spread rapidly.
6. Again to reiterate the most important survival tool is your ability to remain calm and focused on your mission, to survive.

FIRE PREVENTION AND DOING OUR PART

As in any proposed program it is only as good as the participants. We must all do our very best daily to help keep our company safe and secure. With that in mind the following preventive measures should be practiced on a daily basis.

GENERAL AREA FIRE SAFETY AWARENESS

1. Maintain a neat, clean work area and prevent accumulation of waste.
2. Observe all no smoking signs.
3. Keep all doors; ESPECIALLY EMERGENCY EXIT DOORS clear of any type of blockage.
4. When looking for the fire extinguishers in your immediate area notice if they are readily accessible, If not, report it as soon as possible to your Supervisor, Department Director or the Safety Supervisor.
5. Consider any fire hazard a danger and report it ASAP to the proper management representative.

6. Dispose of cigarettes and matches in proper receptacles. Be sure they are extinguished.
7. Be aware that many fires are caused by disgruntled employees. If you observe any questionable behavior by employees or non-employees they could be a potential arsonist. Be safe, not sorry. Report this behavior to your immediate supervisor or member of management.
8. Check your electrical equipment look for frayed wires, bad connections, or anything else that you would consider to be a fire waiting to happen. Do this at least every two weeks.
9. All fire extinguishers will be properly mounted and their location identified with a red and white color "fire extinguisher" sign not smaller than 18" x 4", this sign should glow in the dark. The safety officer will check fire extinguishers at least once a month.
10. Each area of concern will have an egress poster mounted on a wall. The poster will be located in the area of heaviest personnel traffic. Egress posters will show the location of exits and fire extinguishers.

MAINTENANCE AREA FIRE SAFETY AWARENESS

1. Place all oil soaked and paint rags in the proper closed containers.
2. Keep all flammable materials away from any source of ignition.
3. When welding or cutting metal with a torch use a fire watch and inspect the immediate area for possible fire hazards before beginning.
4. All flammable liquids must be stored in self-closing safety cans with a spark arrestor in the pouring spout.
5. All bulk containers must be grounded and bonded during the dispersing of flammable liquids.
6. When drawing flammable liquids from a bulk tank to a portable use container, the container will be bonded to the tank.
7. Be aware of the impedance of blockage of available fire extinguishers. No item of any kind or size will be allowed to impede or block access to any fire extinguisher regardless of location of the fire extinguisher.

8. All fire extinguishers will be properly mounted and their location identified with a red and white color "fire extinguisher" sign not smaller than 18" x 4", this sign should glow in the dark.
9. All sizes of pressurized cylinders will be secured to a fixed abject that is strong enough to prevent them from falling or being knocked over.

End.